

Men's Group Program Worker Job Description

Niitoyis Family Support Society

Position title	Men's Group Program Worker
Program	Honouring the Journey: From Shadows to Strength
Department	Family Wellness Centre
Reports to	Team Lead, Family Wellness Centre
Employment status	Part-time, fixed-term and dependent on grant funding
Hours	18.75 hours per week, normally scheduled over 2.5 days
Schedule	Includes the weekly Wednesday men's circle and occasional evening or weekend activities
Term	Two years, subject to the executed grant agreement
Location	Niitoyis Family Wellness Centre, Calgary, Alberta

1 Position purpose

The Men's Group Program Worker coordinates and supports Niitoyis' group-based family violence prevention and wellness programming for Indigenous men. The role maintains the weekly Men's Healing Circle and organizes additional education sessions, Elder and Knowledge Keeper teachings, and participant-informed cultural, land-based and community activities. The worker plans each activity, keeps spending within the approved budget, supports safe participation, and maintains complete program and evaluation records.

This position does not deliver the separately funded one-on-one family violence prevention service. Participants who need individual support are referred through the appropriate Niitoyis program.

2 Circle and education planning

- Prepare a rolling three-month program plan and a detailed monthly schedule for circles, education sessions, cultural teachings and activities.
- Select topics using participant requests, monthly survey results, facilitator observations, Elder guidance and identified family violence prevention needs.
- Prepare a clear session plan for each circle or education session, including the purpose, topic, learning approach, facilitator, materials, cultural protocol and follow-up actions.
- Coordinate Elders, Knowledge Keepers, facilitators and guest educators. Confirm their roles, schedules, honoraria, materials and transportation before each session.
- Facilitate or support the weekly circle in accordance with Niitoyis' cultural protocols, group agreements, confidentiality requirements and trauma-informed practice.
- Maintain a topic schedule that avoids unnecessary repetition while allowing important themes to be revisited when participants request or require them.

Required topic areas

Topics must support men's wellness, accountability, healthy relationships and family safety. Appropriate topics include:

- Recognizing family violence and understanding its effects on partners, children and families
- Accountability, personal responsibility and repairing harm
- Emotional awareness, regulation and non-violent responses to conflict

- Respectful communication, consent, boundaries and healthy relationships
- Fatherhood, family roles and responsibilities
- Grief, loss, stress, mental wellness and healthy help-seeking
- The effects of colonization, intergenerational trauma and cultural disconnection
- Cultural identity, traditional teachings, ceremony and responsibilities to family and community
- Substance use and its relationship to safety, decision-making and family wellbeing

3 Meals and circle logistics

- Plan meals and refreshments for each circle and approved activity within the assigned food budget.
- Prepare a monthly meal plan that considers attendance, dietary needs, allergies, cultural preferences, food safety and value for money.
- Arrange purchasing, delivery, set-up, serving and clean-up. Obtain prior approval for expenses when required.
- Submit itemized receipts and required purchasing records promptly and reconcile any advance according to Niitoyis' financial procedures.
- Confirm room bookings, seating, supplies, cultural items, audio-visual needs and transportation before each session.

4 Participant-informed events and activities

- Ask participants regularly what cultural, land-based, educational or community activities would support their wellness and learning.
- Assess requests for connection to the project purpose, cultural guidance, safety, accessibility and available funding.
- Prepare an activity plan and cost estimate before seeking approval. Include the purpose, date, location, facilitators, transportation, meals, materials, staffing, safety requirements and total cost.
- Organize approved activities within budget and complete bookings, purchase requests, participant information, transportation plans and required consent or safety documentation.
- Record attendance, actual costs, participant feedback and follow-up actions after each activity.

5 Participant engagement and referrals

- Welcome participants and explain the program purpose, voluntary nature, group expectations, confidentiality limits and available supports.
- Maintain accurate registration and attendance information while distinguishing unique participants from repeat visits.
- Follow up appropriately when attendance or safety concerns arise, within the boundaries of the role.
- Coordinate transportation assistance and other approved participation supports.
- Refer requests for individual family violence support, counselling, crisis assistance or other specialized services to the appropriate Niitoyis staff member or community service.
- Do not provide counselling, clinical assessment or case management unless separately qualified, assigned and authorized to do so.

6 Surveys, statistics and reporting

- Administer a brief participant survey every month using the approved survey questions and provide assistance when a participant needs help completing it.
- Use monthly feedback to recommend topics, facilitators, activities and practical program improvements.
- Track unique participants, repeat attendances, circles delivered, education sessions, Elder and Knowledge Keeper sessions, cultural and land-based activities, referrals, transportation supports and participant feedback.
- Maintain any required pre- and post-participation assessment information and ensure participants are not counted more than once as unique individuals.
- Prepare a complete monthly statistical and activity report by the fifth business day of the following month, unless another deadline is assigned.
- Report results using aggregate, non-identifying information and store all participant records securely.
- Identify missing information, unusual changes in attendance, emerging needs and required follow-up in the monthly report.

7 Budget and administrative responsibilities

- Work within the approved annual and activity budgets. Do not commit Niitoyis to an expense without the required approval.
- Maintain a current spending record for meals, transportation, supplies, honoraria, facilitators, venue costs and participant-informed activities.
- Provide invoices, itemized receipts, attendance records and supporting documentation within required timelines.
- Confirm that staff time and project expenses are charged only to the appropriate funding source and are not claimed under more than one grant.
- Advise the Team Lead promptly when costs are higher than expected or a proposed activity cannot be delivered within budget.
- Protect personal information and follow Niitoyis' policies for records, purchasing, cash advances, workplace conduct and use of organizational property.

8 Teamwork, cultural guidance and safety

- Work respectfully with participants, Elders, Knowledge Keepers, facilitators, Niitoyis staff and community partners.
- Seek cultural guidance when planning teachings, ceremonies and land-based activities. Do not represent personal knowledge as cultural authority.
- Participate in supervision, program meetings, training and project reviews as required.
- Maintain professional boundaries and respond to conflict or distress using trauma-informed and de-escalation practices.
- Follow emergency, incident-reporting, duty-to-report, occupational health and safety, and confidentiality procedures.
- Immediately report safety concerns, suspected abuse, privacy breaches, financial irregularities or serious incidents to the appropriate supervisor.

9 Qualifications

- Diploma or degree in social work, human services, Indigenous studies, community development or a related field, or an equivalent combination of education and relevant experience.
- At least two years of experience coordinating or facilitating group-based community, wellness or family violence prevention programming.
- Demonstrated experience working respectfully with Indigenous men, Elders, Knowledge Keepers and culturally specific community programs.
- Knowledge of family violence prevention, healthy relationships, trauma-informed practice, cultural safety, confidentiality and appropriate referral boundaries.

- Ability to plan group sessions, meals and events, prepare basic budgets, organize logistics and meet reporting deadlines.
- Ability to collect accurate statistics, administer surveys and use standard email, word-processing and spreadsheet programs.
- Strong communication, organization, judgement and conflict-management skills.
- Current First Aid and CPR certification, or willingness to obtain it within an assigned period.
- Successful completion of all background and screening requirements established by Niitoyis.
- A valid driver's licence and access to reliable transportation are assets because some activities occur outside the Family Wellness Centre.

10 Performance expectations

- Weekly circles and approved education sessions are planned and delivered consistently.
- Monthly topic schedules and meal plans are complete, relevant and within budget.
- Participant-informed activities have clear purposes, approved cost estimates and complete supporting records.
- Monthly surveys are administered and results inform program planning.
- Statistics and activity reports are accurate, complete and submitted on time.
- Receipts, invoices, honoraria records and spending logs reconcile with approved project expenses.
- Participants receive respectful, culturally grounded group programming and appropriate referrals when needs fall outside the position's scope.

11 Working conditions

The position works 18.75 hours per week over 2.5 days. The regular schedule must include the weekly Wednesday men's circle. Occasional evening or weekend work and travel within Calgary or to approved activity locations may be required. The role involves group facilitation, food and activity preparation, local travel, recordkeeping and work with participants who may be affected by trauma or family violence.

- One full day must include preparation for, delivery of and clean-up after the Wednesday men's circle, including the meal, attendance and immediate follow-up.
- One full day is normally used for topic and session planning, facilitator and Elder coordination, participant-informed event planning, purchasing and other program logistics.
- The remaining half-day is normally used for survey administration, statistics, budget reconciliation, monthly reporting, participant communication and referrals. The Team Lead may adjust this allocation to meet approved activities and program needs.
- When all required men's program duties have been completed for the week, the worker may be assigned to assist with other approved programs at the Family Wellness Centre as needed. This assistance must remain within the position's regular 18.75 hours per week and must not delay or replace responsibilities under the men's program.

This job description describes the position's primary responsibilities. Niitoyis may assign related duties consistent with the role, project funding and operational requirements.